

OFFICE CALL

Insert Name of Company

Office Call with IPO: Instructions

This template is specifically for office calls with the IPO. Please do not include material related to unsolicited proposals within this presentation. Do not include proprietary information.

- Complete this template to guide discussions during office calls with the IPO
- Use any file/document layout that you would like to present the information requested in this presentation
- Do not exceed more than 10 slides; include page numbers on every slide
- Once completed, please submit to Ms. Kolleen Kennedy at Kolleen.Kennedy.ctr@osd.mil and Mr. Aaron Marquardt at Aaron.Marquardt.ctr@osd.mil
- This information must be submitted at least 3 business days before your IPO meeting
- Presentations not meeting the requirements described in this template will be returned
- This instruction slide must be deleted after completing the template

Company Identification

- Name, address, web site of company
- Name, address, web site of parent company (if applicable)

Attendees

- Name and title or role of attendee
- Email of attendee, Phone number of attendee
- Short phrase describing attendee's relevant experience (do not exceed two lines)
- Example:
 - Marion L. Public, CTO
 - MLP@company.com, 123-456-789
 - Architect for National Health Service in the UK
- Repeat for all attendees, all on one slide
- Use any slide format that you'd like

Company's Contract Vehicles

- List contract vehicles, relevant to the IPO, which you are either listed:
 - As a prime
 - As a pre-selected team member or a subcontractor
 - Include ceiling and expiration date of vehicle

Current Work Instructions

- The next three slides detail your company's current work relevant to the IPO
- Options include: DoD and VA Related, Other Federal Partners, and Commercial Sector
- Choose any three examples of your current work in any combination of the listed options (i.e., two DoD and VA Related examples and one Commercial Sector example)
- Ensure each example fits on one page (for three total pages of IPO-relevant work)
- This instruction slide must be deleted

Current Work in DoD and VA Relevant to IPO Mission

- List relevant programs with your role in current DoD and VA work
 - Current status of program
 - Program team: Prime and sub(s)
 - Your company's role
 - Where you are in the acquisition road map (i.e., program maturity)
 - Current rating of the program (R,Y,G) and source of rating
 - Funding profile (dollars/year for total program, total funding)
 - If sub, company funding profile
 - Period of performance and option year(s) (*if applicable*)
 - Gov't POC with contact information (phone, email)

Current Work with Other Federal Partners Relevant to IPO Mission

- List relevant programs with your role in current Federal work
 - Current status of program
 - Program team: Prime and sub(s)
 - Your company's role
 - Where you are in the acquisition road map (i.e., program maturity)
 - Current rating of the program (R,Y,G) and source of rating
 - Funding profile (dollars/year for total program, total funding)
 - If sub, company funding profile
 - Period of performance and option year(s) (*if applicable*)
 - Gov't POC with contact information (phone, email)

Current Work in Commercial Sector Relevant to IPO Mission

- List relevant programs with your role in current Commercial work
 - Current status of program
 - Program team: Prime and sub(s)
 - Your company's role
 - Where you are in the acquisition road map (i.e., program maturity)
 - Current rating of the program (R,Y,G) and source of rating
 - Funding profile (dollars/year for total program, total funding)
 - If sub, company funding profile
 - Period of performance and option year(s) (*if applicable*)
 - Gov't POC with contact information (phone, email)

Picture or Graphic of Your Message

- This slide shows your message and relevance to the IPO using a picture/graphic
- Please ensure this picture/graphic is tailored to your company's mission and work relevant to the IPO

High Level Value Proposition

- The value proposition is improved outcomes for quality of care per dollar expended.
- You must address how your message will improve the value proposition.
- Include a rudimentary Excel spreadsheet as an electronic attachment on a CD showing your value proposition model. Define assumptions, variables, label and/or comment on important items. Show dollar amount saved with value proposition over a 5 year period.
- Your value proposition must fit on one page

Closing Message
